

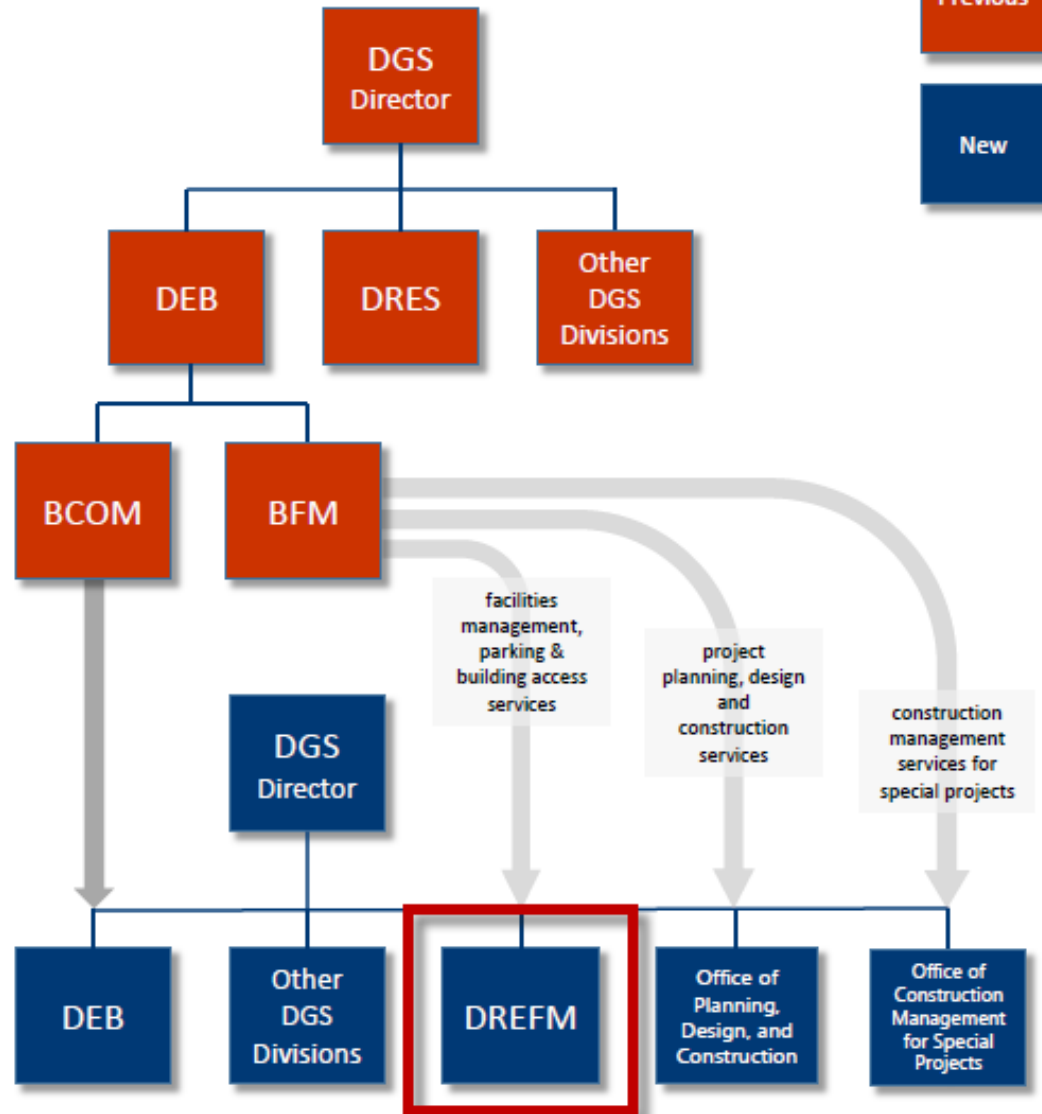


DREFM

Division of Real Estate and
Facilities Management

Partners in Progress

DGS Reorganization August 2018



DGS Reorganization - August 2018

DRES Division of Real Estate Services is now:

DREFM Division of Real Estate and Facilities Management

BRES	Bureau of Real Estate Services
BFM	Bureau of Facilities Management
BPS	Bureau of Parking Services



Division of Real Estate Services

Executive Order 75 – issued on June 22, 2004

Establish a unified and fully integrated real estate portfolio management system for the agencies and institutions of the Executive Department, based on the following enterprise-wide goals:

- Increase collocation and bargaining power
- Decrease total and per-person space allocations
- Reduce total costs
- Maintain agency security and operational needs
- Augment or maintain agency functional space and real property services





Virginia Department of General Services

Serving Government. Serving Virginians.

DGSjobs eVA

DGS

Engineering and Buildings

Laboratory Services

Procurement

Real Estate & Facilities

Fleet

Graphics

Surplus

Mail

I Want To...

I'm Looking For...

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Division of Real Estate and Facilities Management

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TRAX Virginia's Real Estate & Assets Management System

REAL ESTATE AND FACILITIES MANAGEMENT



Search DREFM

BY THE NUMBERS

432,363 acres of land
in **1,022** locations

11,395 owned buildings with **110**
million square feet of space

548⁺ leases administered with annual
rental of **\$65.5 million**

1,824 non-DGS administered leases

\$145 million in cost savings and
avoidance since 2005



Leased Real Property Portfolio

- Support 34 Executive Branch Agencies
- Work with 440 Landlords in 156 different Virginia communities
- Administer **548 leases**; 4.5 million square feet; valued at \$65.5 million annually
- Goals
 - Right size at the right time so Agency can efficiently deliver service
 - Provide real estate solutions to enable Agency to fulfill their mission
 - Cost and Space optimization

Comparable Lease Portfolio #'s

Costco 528 leases
Sheetz 500 leases
Whole Foods 479 leases
Trader Joe's 474 leases
Sweet Frog 422 leases



LEASE TEAM

Transaction Management & Agency Support

- Space Needs
- Operational Requirements (Federal or other regulations)
- Budget (Certification of Funds)
- Current Lease Environment
- Remain in Existing location?
 - Review of existing floor plan
 - Discuss improvements to the space
 - Negotiate with existing Landlords
- Lease Preparation
- Signed Lease
- Construction Management
- Vendor Coordination:
 - Cable, furniture, security, audio/visual, filing system, moving, VITA, etc.
- Existing Space and Property – Surplus and underutilized space



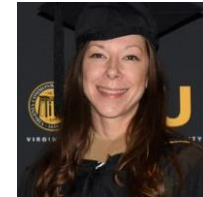
Karl Saimre



Jeannie Minyard



Melissa Desmond



Melissa Sampery



Sarah Murman



Lease Administration and Facilities Management

- Agency Responsibilities:
 - Day-to-day facility management
 - Routine maintenance items:
 - Janitorial, landscaping, other
 - Keep communication log with landlord:
 - Date
 - Issue
 - Resolution
 - No resolution - escalate to Lease Administration
- BRES Responsibilities:
 - Lease payments and reconciliations
 - Enforce the terms of the lease
 - Provide any formal notices
 - Approve or initiate any self-cure action



Denise Coover



Lynda Capehart



Karen Field



Real Estate Brokerage and Property Management

- Divaris Real Estate, Inc. (Divaris) has been contracted to assist DREFM by providing real estate brokerage and property management services
- Founded in 1974, Divaris is a certified SWaM vendor headquartered in Virginia Beach with six regional offices across the Commonwealth
- Divaris has designated agents in each of their offices who are trained and experienced in managing State and Local Government transactions
- Divaris has agents working full-time from the DREFM office



Real Estate Brokerage and Property Management

Divaris can assist public bodies in a wide variety of transactions:

- Purchase and Sale of Real Estate
 - Experience with disposition and acquisition of unique institutional properties including educational and correctional facilities
- Leasing
 - Represented public bodies in projects from 500 SF to 500,000 SF
 - Assist in preparing RFPs for any type of commercial space
 - Renewals and amendments, preparation of market analysis before exercising lease options; negotiate a better rate or building improvements
 - Market and lease or sub-lease excess space
 - Extensive experience with institutions of higher education
 - Leasing of rooftops, towers and land to cellular providers for extra revenue
- Property and Project Management
 - Maintenance, rent collection, lease administration, accounting & financial reports
 - Project management for both tenant improvements and capital improvements



Debbie Wake



Fred Karp



Kyle Vernon



Steven Lindsay



Partners in Progress – Lease Real Property

- DSS – DCSE new office concepts
 - Reduce foot print
 - Reduce number of offices
 - Modernize workplace
- DMV - LED lighting & registrar partnerships
 - Operating cost savings in locations
 - Improved voter registration and service to community
- Headquarters Relocations
 - DEQ – reduced by 22k sq ft (21% reduction)
 - VWC – provided lease to own property
 - VEC – relocate in 2019
 - ABC – 2019 / 2020



Partners in Progress – Lease Real Property

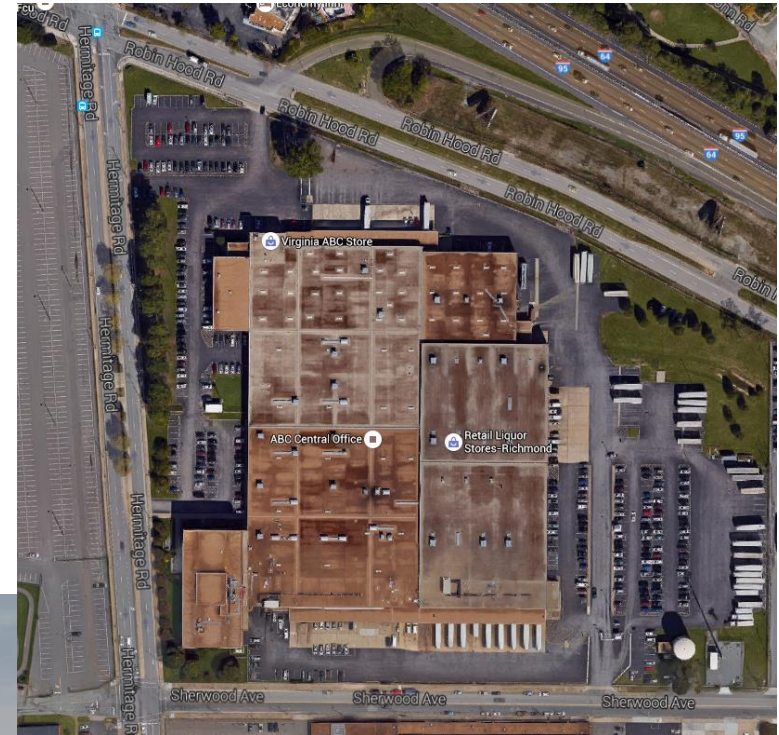
- DVS – expansion coverage
 - expand service coverage throughout the state
 - Modernize offices
- VDH partnership with locality
 - Upgrade and modernize health departments with localities
- DOC – relocation to new facilities
 - Upgrading facilities in new locations
- VEC and One Stops
 - Supporting VEC direction to have offices co-located in local area regional One Stops
- Fort Monroe – redefined and reimagined
 - Working group to review RFQ and RFP's in the redevelopment of the property



Case Study: ABC HDQ & Warehouse

CURRENT FACILITY

- ABC relocated from a downtown facility in 1976
- Situated on 21.5 acres
 - 7.9 acres is paved parking lot
- Central Office = 85,000 SF
- Warehouse = 292,285 SF
- Current Employees = 463



FUTURE LOCATION

- ABC and DGS solicited proposals for the developer community to offer solutions for a new ABC Warehouse and ABC Administrative Offices
 - Warehouse requirements developed with logistics consultants
 - Office requirements according to DGS standards
- Solicitations required a “turnkey” solution including:
 - Site
 - Building Design and Construction
 - Material Handling Equipment
 - Warehouse Management System
 - All FF&E
 - Financing
- Enables Highest & Best development
- opportunities for old site located at City Gateway



FUTURE LOCATION (cont.)

- There was a high level of interest by the private sector developer community:
 - Mandatory facility tour attended by 109 prospective developers
 - 15 proposals submitted
 - 6 developers selected for interviews
 - 3 developers moved forward from the interview stage
 - One developer selected with designated sub-contractors to satisfy warehouse requirements
 - Discussions with the selected developer in progress:
 - Negotiating Purchase Agreement
 - Warehouse and Office schematic design
 - Project cost and schedule
 - Driving towards a refined project scope, timeline and budget
- 



OWNED PROPERTY TEAM

What We Do and Who We Are

Property Acquisitions

Easement Acquisitions

Easement Conveyances

Disposition of Surplus Property

Leasing of State-Employee Housing

Leasing for Communications Facilities

Leasing of Surplus Property and
Underutilized Space



Lyman Brown



Mason Hood



Mike Nolan



Seletra Sutherland



Hugh Hubinger



Celeste Matney



Rod Suydam



Owned Property Team – Property Acquisitions

Manage fee acquisition of real property for Executive Branch agencies and for other agencies as requested.

- Due Diligence solicitation and review
 - Obtain appraisals to determine fair market value
 - Title search, insurance and settlement services
 - Boundary, Topographic and ALTA/NSPS Land Title Surveys
 - Environmental Studies
 - Property Condition Assessments
 - Other engineering studies as necessary
 - Perform financial
- Document preparation and review
 - Letters of Intent
 - Purchase and Sale Agreements
 - Deeds
 - Other real estate agreements as necessary



Owned Property Team – Easement Acquisition & Conveyance

Manage acquisition and conveyance of easements for utilities, access, roadway improvements and other purposes.

- Acquisition of easements to benefit state-owned property
 - Negotiation of consideration paid to property owner.
 - Review of easement plat, title and ownership documents.
 - Preparation of deed and other legal documents as necessary.
- Conveyance of easements on Commonwealth property and benefitting parties other than the Commonwealth
 - Negotiation of consideration paid to the Commonwealth.
 - Review of easement plat and improvement plans.
 - Preparation of deed and other legal documents as necessary.
- Conveyance of easements on Commonwealth property and benefitting only the Commonwealth
 - Review of easement plat and improvement plans.
 - Preparation of deed and other legal documents as necessary.



Appraisals and Appraisal Reviews



DEPARTMENT OF
GENERAL SERVICES

COMMONWEALTH of VIRGINIA

DEPARTMENT OF GENERAL SERVICES (DGS) – CENTRAL PROCUREMENT UNIT

SOLICITATION - OFFER - and - AWARD

Invitation for Bids (IFB) (SET-ASIDE FOR SMALL BUSINESSES)
REAL PROPERTY APPRAISAL SERVICES (NIGP Codes 94615, 91814, 96866)

Contract #:	IFB #:	Date Issued:	Date Due:	REQ #:	Approval #:
TBD following Award	NCH-2012-0829	August 29, 2012	October 3, 2012 at 11:00 AM EST		
Contact the Contracting Officer for information: Nezette Howard at nezette.howard@dgs.virginia.gov (804) 786-8768					
<u>ISSUING OFFICE:</u> DGS Central Procurement Unit (CPU) 1100 Bank Street, STE 724 Richmond, Virginia 23219-3639			<u>SHIP TO:</u> Services to be performed at locations identified on each eVA Order issued under this Contract.		



Title Examinations, Title Insurance and Settlement Services



COMMONWEALTH of VIRGINIA

SOLICITATION ~ OFFER ~ and AWARD Non-Professional Services

Sealed Invitation for Bid (IFB) for
TITLE EXAMINATIONS, TITLE INSURANCE, AND SETTLEMENT SERVICES
NIGP Codes 94615-Appraisal Services, 94646-Escrow & Title Services, and 96866-Right of Way Services

1. Contract #: TO BE ISSUED AT TIME OF AWARD	2. IFB #: EKB-2014-0626	3. Date Issued: JUNE 26, 2014	4. Due Date / Time: AUGUST 5, 2014 02:00PM EST
<p>For Information Contact: Ebony K. Beaver, VCO, VCA via email at: ebony.beaver@dgs.virginia.gov NO QUESTIONS WILL BE ANSWERED VIA TELEPHONE</p>			
<p>5. ISSUING OFFICE: Department of General Services Central Procurement Unit (CPU) 1100 Bank Street, Suite 724 Richmond, Virginia 23219</p>		<p>6. SHIP TO: As stipulated in individual eVA Orders</p>	

SOLICITATION

7. This is an advertised solicitation consisting of (1) [the Purpose](#); (2) [Scope of Work](#); (3) [Mandatory General Terms and Conditions](#); (4) Mandatory [Special Terms and Conditions](#); and other provisions, representations, certifications, or specifications as per attached or incorporated herein by reference. **Sealed bids for furnishing the Services set forth in the schedule must be returned to the Issuing Office (Item #5 above.)** If hand carried, deliver to the CPU located on the seventh floor of the address indicated above. **Complete bids must be received prior to 02:00 P.M. local time on the Date Due indicated above in Item #4 above.** Bids will be publicly opened at 11:00 A.M. (local time), August 6, 2014, in the CPU Conference Room, 1100 Bank Street, Seventh Floor, Suite 724, Richmond, Virginia.

CLARIFICATION OF TERMS: If any prospective Bidder has questions about the specifications or other solicitation documents, the prospective Bidder should contact the Contracting Officer named below in writing via email or fax no later than five (5) working days before the due date. No questions will be answered by telephone. Any revisions to the solicitation will be made only by an addendum issued by the Contracting Officer. The addendum, if necessary, will be posted online at <http://www.eva.virginia.gov>. It is the responsibility of the Bidder to download the addendum.

PERIOD OF CONTRACT: One (1) year term contract with five (5) additional successive one (1) year renewal options.

Issued by: Ebony K. Beaver, VCO, VCA
 DGS Contracting Officer

Ebony K. Beaver /s/

 Signature



Additional DGS Contracts

Pre-Qualified Contractors:

- Pre-qualified Small Business Contractors
- Professional Services – Category B
- Energy Performance Based Contractors

DEB Contracts:

- Power Conditioning Contractors
- Facility Assessment Services
- Non-Professional Construction Related Services
- Construction Testing and Environmental Services
- Security Consulting
- Sub-Metering Contract
- Web-Based Construction Cost Accounting – GCPay
- Institute for Building Technology and Safety (IBTS) Agreement
- Fire Suppression System Testing, Maintenance and Repair Term Contract
- Water Treatment Services
- Maintenance and Repair for Building Automation, Fire Alarm and Security Systems
- Fire/Water Damage Emergency Restoration

For the complete list, go to the DGS DEB website at <https://dgs.virginia.gov/procurement/statewide-procurement/BuildingandProfessionalServicesContracts/>



Owned Property Team - Disposition

- Land Use Plan
 - annual agency reporting, confirming inventory
 - DGS identifies underutilized property
- Interagency transfers
- Conveyances to localities



Since 2005-2018 total surplus closed sales & property under contract

- 99 properties
- 1,950 acres
- Total sales \$120,042,764



Division of Real Estate and Facilities Management

Search DREFM



About

Real Estate for Sale/Lease

[Surplus Property Sales](#)

How Virginia Sells Surplus Real Estate

Guide to Processing Income Leases

Leased Real Estate

Virginia-owned Real Estate

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 Virginia's Real Estate & Assets Management System

SURPLUS PROPERTY SALES

The following properties are available for sale through the Commonwealth's commercial broker, Divaris Real Estate, Inc. The sale of underutilized property is directed by the Code of Virginia §2.2-1156. More information on the process can be found at this link: [Process for Selling Surplus Real Estate](#).



CIT Office Complex ±173,160 SF on ±25.88 acres



Natural Bridge - 99 acres



Owned Property Team – Leasing Opportunities



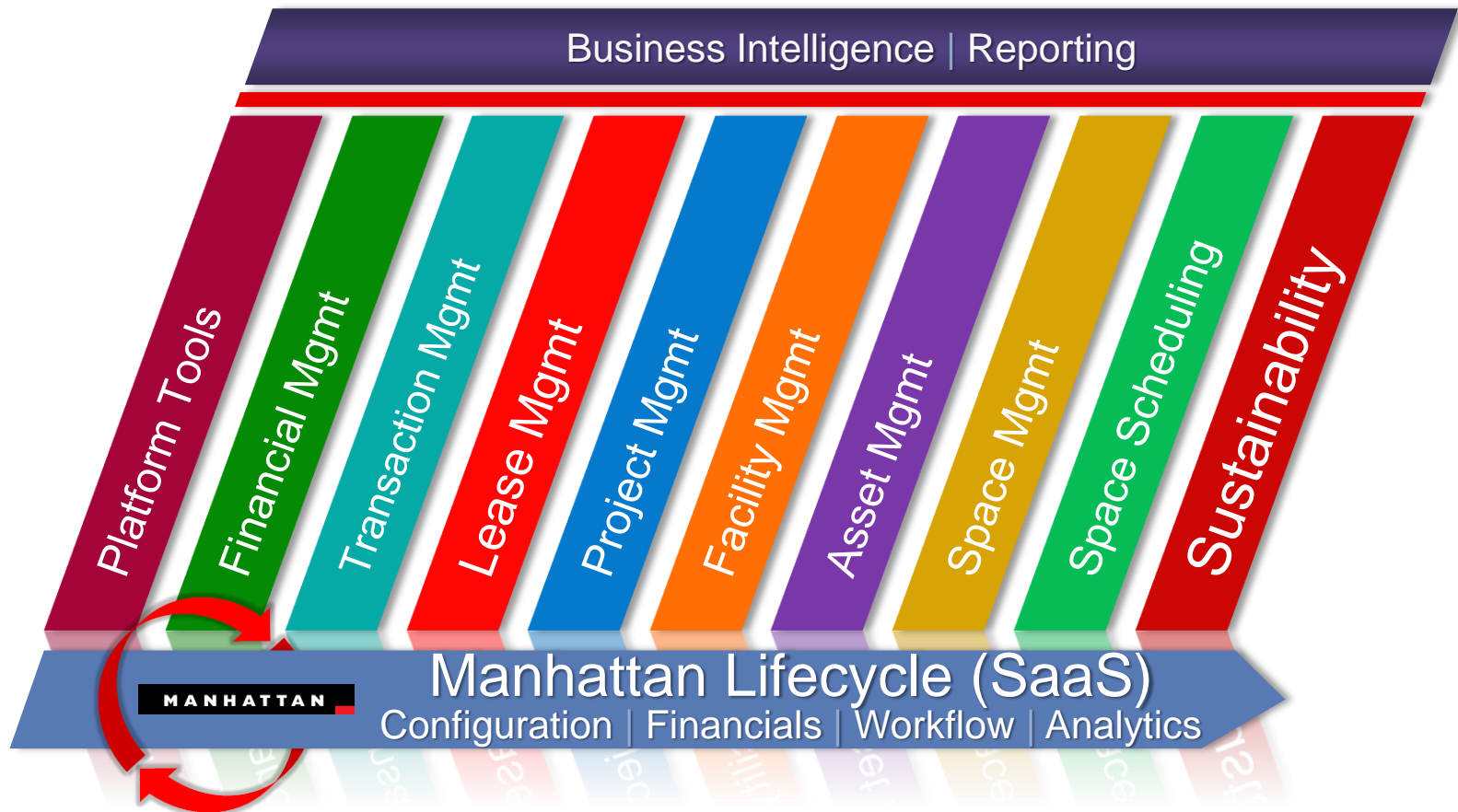
- Residential Housing Portfolio
 - Ensure state-owned or leased properties occupied by employees for residential use are in safe and habitable condition, and policies are consistent across all agencies in the Commonwealth
- Communication Towers, Antennas, and Radio Distribution Devices
 - Assist agencies in acquiring or conveying an interest in real property for communications or information services
 - Enhanced wireless broadband service in “unserved areas”
- Third Party Tenants
 - Lease excess space within owned facilities at market rents to private sector occupants



COVA Trax



COVA Trax Integrated Modules



COVA Trax Administration & Support

COVA Trax - web-based real estate, facility and asset management system, just upgraded to v34 release

Manhattan IWMS, product of Trimble Real Estate & Workplace Solutions

- 6 modules implemented 2015-2018:

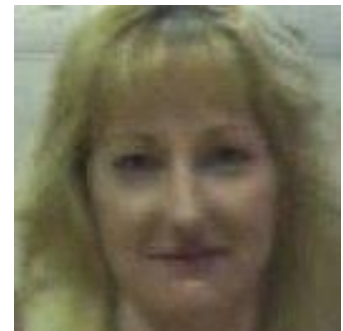
Core/Portfolio Management – Commonwealth inventory of owned and leased real estate; lease administration

Financial Management – general ledger, monthly payables and receivables

Transaction Management – track pipeline of new real estate needs for agencies



Sara Snelson



Tesa VonBurg



COVA Trax Administration & Support

Space Management – CAD files linked to building records in Core module; space and zone assignments

Sustainability – Meters records linked to building records in Core; energy management, track meter and usage details

Fixed Assets – Asset records linked to building records in Core; details and physical location; DGS using to track Governor Mansion inventory

*COVA Trax implementation project recognized by VITA – **1st place!**
2018 Project Excellence Awards*



COVA Trax Web Portal

COVA Trax Web Portal

Non-DGS/Agency Administered Lease

Land Use

M-R FIX

Users Admin

Help

Hello! Sara.Snelson@dgs.virginia.gov



Version 3.0.1

COVA Trax Portal

Welcome to the Non-DGS/Agency Administered Lease, Land Use Plans and M-R FIX Portal

Land Use Plans

LUP updates due by 8/31/2018

M-R FIX

M-R FIX Infrastructure updates due by
8/31/2018

Non-DGS/Agency Administered Lease

Updates due by 10/01/2018

Please visit the [DGS website](#) for this year's user guide and training information. Thank you.

What is the web portal?

What data is collected in the portal?



What's new in COVA Trax?

DGS Department of Engineering and Buildings (DEB)

Maintenance Reserve → M-R FIX

Produces Relative Age and calculates the amount of maintenance reserve funds needed to restore the capital asset.

Relative Age for a building - composite value, weighted age of the building considering life expectancy of all building systems

Calculates amount of maintenance reserve funds needed to restore the **Building** by factoring the following data:

- Square footage
- Construction type
- Number of floors
- Building historic era
- Location
- Primary and secondary functional use group
- Age of major systems (since restored to new condition)



What's new in COVA Trax?

DGS Department of Engineering and Buildings (DEB)

Maintenance Reserve → M-R FIX

Also produces a Relative Age and calculates the amount of maintenance reserve funding needed for Site Infrastructure by factoring and quantifying various systems such as :

- Sewer Collection
- Hot Water / Steam Production & Distribution
- Chilled Water Production & Distribution
- Roads – Primary
- Roads – Secondary and Service
- Parking

M-R FIX utilizes construction cost data for these systems, updated annually, to make the calculations based on the specific attributes. The result allows maintenance reserve funding to be distributed based on actual inventory needs.



What's next for COVA Trax?

- Row-Level Security (RLS)
 - Restricts permission to records – defines what a user can view and/or modify
- New version release 35 – updated user interface
- Open COVA Trax to other agencies:
 - Read-only user – access grids for reporting, viewing or downloading electronic copies of deeds, lease agreements, etc.
 - User with Write permissions – agency uses selected modules to maintain own records (in lieu of agency purchasing separate system for same purpose)
- Interface to/from other systems – eVA, BITS, DGS Surplus
- Vendor working on newest release version 36



COVA Trax tracks . . .

